

TITLE: Police Technician

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DEPARTMENT: PoliceREPORTS TO: Police SergeantSUPERVISES: NoneDEFINITION:

Performs evidence and property control activities and develops and maintains related records. Collects, examines, analyzes, and preserves criminal evidence.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Receives, tags, and releases personal property and items of evidence in criminal cases. Disposes of items according to written policy and procedure, laws, and court orders.

Provides security for evidence chain inside and outside evidence room; monitors custody of evidence and maintains related records.

Maintains systems and records that provide for proper evaluation, control and documentation of assigned operations. Develops related reports as assigned.

Provides information to department staff regarding evidence and personal property within scope of authority. Prepares court exhibits and testifies in court as necessary.

Prepares unclaimed evidence and personal property for annual department auction; publishes auction notices.

Photographs crime scenes; photographs citizens for passports and visas. Clean and maintains photographic equipment, supplies, files.

Fingerprints criminals and the general public as necessary.

OTHER JOB FUNCTIONS

Serves as back-up to Senior Police Technician; gathers evidence from crime scenes using a camera and other complex investigative equipment. Identifies, analyzes, and compares all types of physical evidence.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are performed in the police station while sitting, standing or walking and at crime scenes in varying and extreme weather conditions and terrains. Physical exertion is required to lift equipment, objects or materials of varying weights in excess of 50 lbs. Employees risk physical hazard from driving to and from crime scenes and court sessions, working in rough terrain, and from handling evidence that may be dangerous or toxic.

QUALIFICATIONS:

Knowledge of:

- Effective practices, methods, and techniques for storing and recording criminal evidence and personal property.
- General law enforcement practices and procedures regarding evidence and personal property storage and disposition.
- Department programs and activities.
- Basic procedures for identifying, analyzing, and comparing physical evidence.
- Records management and maintenance techniques and practices.
- Photographic equipment and techniques.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with other employees, officials, and the public.
- Follow written and oral instructions.
- Maintain confidentiality in highly sensitive situations.
- Operate a variety of general office equipment.
- Learn modern methods of criminal investigation and evidence identification.
- Learn court procedures and rules of evidence in criminal law.
- Learn the effective use and maintenance of microscopes and other analytical equipment used in analyzing criminal evidence.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

High School diploma or G.E.D. and three years of progressively responsible inventory control and photography experience.

Licenses, Certificates, and Other Requirements

Valid driver's license

Approved: 7/1/92

Revised:

Union Code: T

FLSA Status: NE